



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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JOB TITLE	16069 - Assistant Inspector General for Audit - SNIS Professional Tier 1
JOB ANNOUNCEMENT NUMBER	16069
SALARY RANGE	\$121,956 - \$168,700
VACANCY OPEN PERIOD	5/13/2015- 5/27/2015
POSITION TYPE	Permanent
DUTY LOCATION	Reston, VA
WHO MAY APPLY	External Candidates Only
SECURITY CLEARANCE	TS/SCI with CI Polygraph
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	Discretionary based on availability of funds

POSITION INFORMATION:

This is an opportunity for a SNIS Professional Tier 1 permanent position in the ODNI.

Who May Apply: Candidates external to the ODNI including

- Current Federal Government Employees
- Non-Federal Government Employees

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

Highly qualified GS-15s, current and former members of a Senior Service (SNIS, SES, SIS, DISES, DISEL), and non-federal candidates may apply.

ODNI uses a rank-in-person system for GS employees in which rank is attached to the individual. If the selected candidate is a GS-15 employee of another federal agency, assignment will be made to the Tier 1 position as a permanent appointment at the candidate's current GS grade and salary. Promotion for all GS permanent employees will be considered at an annual Career Advisory Board.

If the selected candidate is a current member of a Senior Service of another federal agency, assignment will be made to the Tier 1 position as a permanent appointment at the employee's current salary. A selected non-federal candidate or former Senior Service member will be assigned to the Tier 1 position as a permanent appointment and salary will be set within the salary range of the position based on qualifications and experience. Subsequent pay increases will be considered at an annual corporate performance review.



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KEY REQUIREMENTS FOR EXTERNAL CANDIDATES:

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

COMPONENT OR OFFICE MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:

Review, lead, and conduct performance and financial audits, attestations, or agreed-upon procedures of organizational activities within the Intelligence Community (IC) and the ODNI in compliance with Government Auditing Standards (GAS), implementing and applying audit performance measurements.

Provide oversight of audit functions and activities; oversee and participate in the coordination of organizational audit planning, goals, and objectives.

Conduct ODNI, IC-wide, or joint audits of ODNI and/or IC activities to identify redundancies, gaps, and areas for improvement; develop and provide strategies for improvement; and advise the DNI and other major stakeholders of shortfalls and provide recommendations for corrective action; as appropriate, audits should be alert to potential fraud, waste, or abuse.

Oversee and manage multiple complex audits to include gathering, analyzing, and presenting results.

Lead the development and delivery of IG review and assessment briefings and findings to senior IC and ODNI officials.

Administer, coordinate, and supervise audit functions to assure ODNI understanding of and compliance with federal laws, regulations, or other mandatory guidelines.

Lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.

Represent the IG in communicating and prioritizing IC-wide and ODNI audit requirements.

Lead the IC-wide Joint Audit Working Group to identify cross-IC audits and other projects, promote best practices, share lessons learned, and promote improved collaboration between IC components.

QUALIFICATIONS:



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Qualifications Requirements: Eligibility for this executive level position will be based upon a clear demonstration that the applicant has experience of the scope and quality sufficient to effectively carry out the responsibilities of the position. Successful applicants will be distinguished from other applicants by a review of their responses to the following Office of Personnel Management (OPM) Executive Core Qualifications (ECQs), the Intelligence Community (IC) Senior Officer Core Qualification (SOCQ) Standard, and the Technical Qualifications (TQs). Failure to meet a qualification requirement will disqualify an applicant.

Executive Core Qualifications (ECQs):

Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. *Competencies: Conflict Management, Leveraging Diversity, Developing Others, and Team Building.*

Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. *Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision.*

Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. *Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility.*

Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically. *Competencies: Financial Management, Human Capital Management, and Technology Management.*

Building Coalitions: This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. *Competencies: Partnering, Political Savvy, and Influencing/Negotiating.*

SOCQ Standard — Leading the Intelligence Enterprise: This SOCQ Standard involves the ability to integrate resources, information, interests, and activities effectively in support of the IC's mission and to lead and leverage cross organizational collaborative networks to achieve significant mission results. Inherent to this Standard is a deep understanding of the intelligence enterprise (or other comparable interagency or multi-organizational environment) and a shared commitment to the IC's core values. *Competencies: Collaboration and Integration, Enterprise Focus, and Values-Centered Leadership.*

Technical Qualifications (TQs)

Expert analytic, strategic, and critical thinking skills, including the ability to conduct operational audits and plans, identify needs and requirements, and develop non-linear process and improvement recommendations for implementation across the IC and within the ODNI.

Expert knowledge and familiarity with GAS principles and IG audit methodologies, including the ability to collect information and develop plans for highly complex audits.

Superior ability to evaluate compliance with laws and regulations, and measure programmatic performance results.



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Strong interpersonal, leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance measurements, and support personal and professional development of all levels of personnel.

Excellent communication skills, including the ability to write clearly and effectively, persuade senior leadership, and communicate effectively with people at all staff levels.

Technical Qualifications:

Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies: Conflict Management, Leveraging Diversity, Developing Others, and Team Building.

Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision.

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HOW YOU WILL BE EVALUATED:

Applicants are encouraged to carefully review the position description and required qualifications and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the ECQs, SOCQ, and TQs, as applicable. The best qualified applicants will be further evaluated through an interview process

BENEFITS:

The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>



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- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependant Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

OTHER INFORMATION:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

HOW TO APPLY:

A complete application must include the following:

- RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- ECQs, SOCQ and TQs** - Applicants who are not current or former members of a Senior Service must provide a detailed narrative statement addressing each required ECQ, SOCQ and TQ listed in the vacancy announcement. Current and former Senior Service employees are required to address only the TQs.
- COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- PERFORMANCE EVALUATION** - Applicants are required to provide their most recent performance evaluation as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the most recent evaluation.
- VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.



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Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by the closing date of the announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment; Phone: (703)275-3811; Email: Recruitment_TeamB@dni.gov